

CITY OF FORT LAUDERDALE BUILDING DEPARTMENT

CERTIFICATE OF OCCUPANCY CHECKLIST

- _____ **PHOTOCOPY OF BUILDING PERMIT CARD** must have initials of all inspectors, including Fire, Engineering, Zoning and Landscaping on final inspections. Final inspections should be called in on the automated building inspection request line or through the Internet, not the CO desk.
- _____ **ALL SUB-PERMITS OF THE MASTER BUILDING PERMIT** must have received a final approved inspection and permit closed.
- _____ **SUBMITTAL OF \$363.45 for Certificate of Occupancy**
- _____ **SUBMITTAL OF \$25.00 for Certificate of Completion**
- _____ **ORIGINAL CERTIFICATE OF INSULATION**
- _____ **ENERGY LEVEL DISPLAY CARD** (Required for residential new construction and additions)
- _____ **ORIGINAL CERTIFICATE OF FINAL SOIL TREATMENT**
FBC 2326.5 TERMITE PROTECTION: "This Building has received a complete treatment for the prevention of subterranean termites. Treatment is in accordance with the rules and laws as established by the Florida Department of Agriculture & Consumer Services."
- _____ **HEALTH DEPARTMENT APPROVAL LETTER** for septic or private water
- _____ **BROWARD COUNTY DEVELOPMENT AND ENVIRONMENTAL REGULATION DIVISION (DER) APPROVAL LETTER.** If form is stamped "Conditional" a final approval letter must be submitted.
- _____ **SOIL BEARING CAPACITY CERTIFICATION.** with original density reports -or- **PILE LOG** with location plans if structure is built on pilings.
- _____ **BROWARD COUNTY ELEVATOR INSPECTION REPORT**
- _____ **SIGNED AND SEALED CERTIFICATE OF COMPLIANCE** from special inspector required per FBC 109.11.7 for all projects required to have a special inspector.

**** PLEASE SUBMIT FINAL SURVEYS AND ELEVATION CERTIFICATES TO ENGINEERING VIA BLUE DROP BOX IN LOBBY**

- _____ **** SUBMITTAL OF TWO (2) FINAL SURVEY AS-BUILTS**
Engineering and Zoning require a minimum of one-week in each department to review and approve. The following are required items on survey: (1) Elevations of building showing all intended setbacks from property lines and other existing structures. (2) Ingress and Egress required parking spaces, wheel stops, striping, and all paving to exterior. (3) All elevation grades at and along property boundaries, detailing retention of storm water run-off and including right-of-way frontage and swale areas.
- _____ ****SUBMITTAL OF TWO (2) ELEVATION CERTIFICATES WITH PICTURES** after final construction. FEMA Form 81-31, March 2009 must be signed and sealed by Surveyor.

SURVEYS SHOULD BE SUBMITTED AS SOON AS POSSIBLE TO HELP EXPEDITE YOUR CERTIFICATE OF OCCUPANCY PROCESS.

NAME OF CONTACT PERSON	PHONE NUMBER	DATE OF SUBMITTAL
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